



# Acceptance Package Checklist

Use this handy checklist to quickly verify that all of the required documents for your subaward are complete before you submit your package to VDEM for review and approval.

✓	REQUIRED
---	Not Applicable

	Subaward Types				
	LEMPG	SLEMPG	SHSP	UASI	NSGP
<b>1. Points of Contact Form</b> Completed, Signed and Dated	✓	✓	✓	✓	✓
<b>2. Online Budget Created and Submitted in EGMS</b> Project and line item descriptions provided	✓	✓	✓	✓	✓
<b>3. FEMA Environmental &amp; Historic Preservation (EHP) Screening Form</b> Required for ALL VDEM subaward projects	✓	✓	✓	✓	✓
<b>4. Certification Regarding Lobbying</b> Completed, Signed and Dated	✓	✓	✓	✓	✓
<b>5. Assurances – Non-Construction Programs</b> Completed, Signed and Dated	✓	✓	✓	✓	✓
<b>6. FEMA Form 20-16C: Debarment, Suspension, etc</b> Enter the street address for Place of Performance	✓	✓	✓	✓	✓
<b>7. Local Emergency Management Performance Grant Work Elements</b> Completed, Signed and Dated (ONLY for LEMPG)	✓	---	---	---	---